

Cedar Blue Property Owners Association

Board Meeting Minutes

April 15, 2023

1. **Board Members Present:** Roy Branch, Phillip Seiber, Bruce Arnold, Connie Streater, David Ponder, Lloyd Coppin, Brooke Bow, Rita Ham, Rachel Gustin, and Jackie Ponder, Park Manager
2. **Board Members Absent:**
3. **Property Owners Present:** 30
4. **Call to Order:** The Board Meeting was called to order at 11:00 by the President, Roy Branch.
5. **Moment of prayer / silence:** Moment of silence observed.
6. **March 2023 Meeting Minutes were approved in Executive Meeting:**
A motion to accept the minutes as written by: Bruce Arnold
Seconded by: Connie Streater
The motion passed by majority.

7. **Committees:**

Committees have been created and implemented to oversee different areas within the park. Each committee has authorization to take care of certain actions and will present a written report every month that will become a part of the minutes. You will see that there are times when more than one committee can be involved in a project. If you would like to volunteer to be on any of the committees, please email/contact any board member. Cedar Blue welcomes your help, ideas, and suggestions. These committees and its members will be posted on the website.

Finance Committee:

Chair: Bruce Arnold

Members: Connie Streater, Brooke Bow, Roy Branch, Jackie Ponder

Financial Report presented by Bruce Arnold. Report is attached.
Under budget by \$8294.55

The **March 2023** financials were approved in the Executive Meeting.

Motion made by: Rita Ham

Seconded: Rachel Gustin

The motion passed by the majority.

Maintenance/Infrastructure Committee:

Chair: David Ponder

Members: Phillip Seiber, Lloyd Coppin, Rita Ham, Rachel Gustin, Jackie Ponder

Jackie Ponder presented the report. Report is attached.

Environmental Committee:

Co-Chairs: Roy Branch, Rita Ham

Members: Rachel Gustin, Connie Streater, Lloyd Coppin, Dewayne Denwalt

12 Permits Submitted 7 Final Inspections

Report presented by Rita Ham. Report is attached.

- Large Trucks
 - When large trucks deliver items, they must enter through the construction gate.
 - Reminder to plan with office staff for accessing the construction gate.
 - The park will be getting signs made for the front gate to state "Passenger Vehicles Only".
 - The park will be getting signs made for the construction gate to state "Construction Gate".

Please put your lot numbers on your lot. This helps the Environmental Committee but also emergency service vehicles.

Insurance Committee:

Chair: Rachel Gustin
Members: Connie Streater, Brooke Bow, Jackie Ponder

No report submitted.

Personnel Committee:

Chair: Bruce Arnold
Members: Roy Branch, Brooke Bow, Jackie Ponder, Phillip Seiber

No report submitted.

Covenants and Bylaws Committee:

Chair: Brooke Bow
Members: Roy Branch, Rachel Gustin, Rita Ham

No report submitted.

8. Park Manager Report:

Jackie Ponder presented the Park Manager Report (report attached)

9. Entertainment Committee:

- Poker Run to benefit Joe Cain April 29th.
 - Sign ups at 1:00
 - Please help spread the word.
- Garage Sale April 29th
 - Sign up at 7:00
- Memorial Weekend
 - Golf cart parade
 - Nachos
 - Cornhole
 - Band Sunday night

Please visit the Cedar Blue Entertainment Facebook page for more information

10. Old Business:

Please continue to conserve water.

11. New Business:

- Roy Branch discussed the process of electing Lloyd Coppin to finish the term previously filled by Mike Fite.
- Bruce Arnold discussed the upgrades ongoing at Coast to Coast
 - Each spot will have 2 110 outlets.
 - Each spot will have a 30 amp and 50 amp hook up.
 - Each spot will have a dedicated sewer and water hookup.

- Each spot will have a fire pit and picnic table.
- Gravel will also be brought in to help with leveling the spots.
- OG&E wanted \$1900.00 to run the wire for the new for the spots.
 - A lot owner who has been a lineman for OG&E, did this for the park to save us money.
- Power to the new pavilion
 - We are waiting for OG&E to come run the overhead wire.
 - Checked with a lineman that is doing the Coast-to-Coast work. Unfortunately, he cannot do the overhead wire it has to be done by OG&E. Therefore, we are at the mercy of their timing.

12. Property Owner's Comments:

CC-97 Don Emberlin:

- Wanted to know if the dumpster with the wheel in the bottom would be getting removed and wanted to know if we are being charged.
 - Jackie is working on this.

CB-256 Joe Gilleland

- Wanted to discuss if the park/board could do anything about the dilapidated shed at the property behind him.
- Joe stated it is dirty/nasty and he is worried about it becoming a safety issue.
- Roy let him know the board and park couldn't remove or enter the property without the owner's consent and that owner has passed away.
- This is one lot the attorney is currently working on and the board will discuss the conditions of the lot with the attorney.

CB-257 Tracy Blaylock

- Agreed with Joe the shed is in bad repair and stuff was left on the ground when the other shed was removed.
- Jackie and Rita will look at the area today.

CN-29/20 James Dolph

- Wanted to discuss how we can control golf cart and dog violations.
 - Incident reports needed.

DP-3 Pat Harrell

- Ruts leading to her lot on Deer Path
- David Ponder owns a grater, which he graciously loans to the park for use. However, it is currently down at the moment and the parts are on backorder from the distributor.

13. Adjournment:

A Motion was made to Adjourn by: Bruce Arnold

Seconded by: Phillipe Seiber

Motion passed by the majority.

Board meeting adjourned at: 11:50 am



**Cedar Blue Property Owners Association
Finance Committee Monthly Report
March 2023**

Bruce Arnold, Chairman
Roy Branch
Connie Cook-Streater
Jackie Ponder

Additional income/ Money collected: Processing Fee-\$50.00 Covenant Violation-\$0.00. Excessive Use-\$0.00. Golf Cart Registration-\$1,237.50. Golf Cart Violations-\$0.00. Construction permits-\$1,175.00. Construction Penalty-\$0.00. Coast to Coast-\$60.00. Late Fees-\$1,400.00. Family Center Rental-\$0.00. Gate Card Replacement-\$50.00. Yearly Gate Card Purchase-\$0.00. Mowing penalties-\$0.00. Washer/Dryers-\$449.80. Air Machine-\$0.00. Unauthorized Dumping-\$0.00. Destruction of Property-\$0.00. Water Usage Penalty-\$0.00. Misc./Donations-\$0.00. 2019 Assessments-\$0.00. 2020 Assessments-\$0.00. 2021 Assessments-\$0.00. 2023 Assessments-\$0.00. Return check charge-\$29.00. Postage refund-\$0.00.

Review of Financial Report for March 2023.

• **Operating Account & Money Market Account**

For the month of March 2023, the Park received \$38,533.03 in Ordinary Income. Expenses for the month of March 2023 were \$32,455.45.

We are under budget for the month of March by \$8,294.55.

Infrastructure Account

For the month of March 2023 received \$0.00. There was \$0.00 expense. Therefore, the Infrastructure Account balance is \$1,062.86. This amount will remain in the account for any emergency repairs or as needed for park Infrastructure.

Total of all Accounts (Operating Account, Money Market Fund, and Infrastructure Fund) is \$662,681.52.

Golf Cart Account

For the month of March 2023, the park received \$1,237.50 in income and \$4,167.94 in expenses leaving a balance of \$10,128.68 in the Golf Cart Account.

Accounts with 2017, 2018, 2019, 2020, 2021, 2023 and 2023 assessments and late fees not paid:

There are a total of two (2) lots that are Delinquent in 2017, 2018, 2019, 2020, 2021, 2023, and 2023 dues with fees totaling \$8,041.50. Gate cards have been deactivated for all these lots.

Delinquent Accounts:

There are Eight (8) properties that are in foreclosure totaling \$83,934.38 and given to the Attorney for processing. The amount owed consist of yearly assessments for 2015, 2016, 2017, 2018, 2019, 2020, 2021, 2023, & 2023 special assessments, attorney fees, late fees, court filling costs, lien fees, mowing, upkeep fees, and/or fines.

CB-135 \$12,943.21	CB-272 \$13,012.30	CR-055 \$10,208.39	CR-059 \$10,194.39
CR-060 \$9,544.70	CR-061 \$8,549.70	CR-086 \$9,898.84	CR-087 \$8,782.85

Gate cards have been deactivated.

Grand Total owed to Cedar Blue for delinquent accounts and in foreclosure = \$91,975.88.

FY23 Operating Expenses					
Mar-23					
Account Description	Account Number	FY23 Yearly Budget	FY23 Monthly Budget	Expenses	(Over)/Under Budget
Bank Charges	60100	\$1,400.00	\$ 116.67	\$ 102.19	\$14.48
Computer/Internet Charges	60210	\$1,000.00	\$ 83.33	\$ 97.08	(\$13.75)
Fuel	60240	\$5,600.00	\$ 466.67	\$ -	\$466.67
Insurance	60260	\$43,000.00	\$ 3,583.33	\$ -	3,583.33
Legal and Professional Expense	60280	\$12,000.00	\$ 1,000.00	\$ 600.00	\$400.00
Lien and Deed Fees	60320	\$1,000.00	\$ 83.33	\$ -	\$83.33
Office Expense	60340	\$3,000.00	\$ 250.00	\$ 831.68	(\$581.68)
Postage Expense	60345	\$1,500.00	\$ 125.00	\$ 64.61	\$60.39
Payroll Expense	60360	\$185,000.00	\$ 15,416.67	\$ 11,620.53	\$3,796.14
Property Taxes	60380	\$2,500.00	\$ 208.33	\$ -	\$208.33
Repairs and Maintenance	60400	\$90,000.00	\$ 7,500.00	\$ 4,727.29	\$2,772.71
Travel Expense	60420	\$500.00	\$ 41.67	\$ -	\$41.67
Entertainment Expense	60430	\$1,000.00	\$ 83.33	\$ 24.07	\$59.26
Utilities	60440	\$125,000.00	\$ 10,416.67	\$ 10,052.51	\$364.16
Uniform Expense	60550	\$3,000.00	\$ 250.00	\$ 167.55	\$82.45
Training Expense	60555	\$500.00	\$ 41.67	\$ -	\$41.67
Federal Taxes	99000	\$0.00	\$ -	\$ -	\$0.00
Golf Cart Fund Expense	15250	\$13,000.00	\$ 1,083.33	\$ 4,167.94	(\$3,084.61)
Totals		\$ 489,000.00	\$ 40,750.00	\$ 32,455.45	\$8,294.55

Utilities Breakdown:	Trash:	\$2,435.33
	Water:	\$4,405.50
	OG&E:	\$2,834.18
	Phone:	\$377.50
	Propane	\$0.00
	total	\$10,052.51

Previous Month Utilities: Trash-\$2,112.23/Water-\$5,652.50/OG&E-\$2,729.83/Phone-\$379.27/Propane-\$0.00
(Total this month vs last = -\$821.32)

Overages: ***Computer-New mouse for treasurer. Office-Yearly quickbooks & website fee.

Golf Cart:	Income	\$1,237.50	Expense	\$4,167.94	Balance
					\$10,128.68

Infrastructure Account:

Previous Balance: **\$1,062.86** **New Balance:** **\$1,062.86**

Income: \$0.00

\$0.00 (interest)

Survey Expense: Expense: \$0.00 New Waste Water Pump

Labor/Material \$0.00 Welding of fence.

\$0.00

Respectfully submitted;

Bruce Arnold / Finance Committee Chairman

Maintenance / Infrastructure Report

April 15, 2023

Chair: David Ponder
Staff Supervisor: Jackie Ponder

Committee Members: Lloyd Coppin
Rachel Gustin
Phillip Seiber
Rita Ham

Jerry, Christopher, and Jason have started mowing and weeding trimming throughout the park. Our mowers got stuck several times last week so be patient if you see that something has not been mowed as some places are still muddy. Cedar Blue has had approximately 3½" of rain since the last meeting.

The Maintenance staff have repaired a sewer issue in the Cedar Blue area and one in Cedar Creek, changed an inground water valve in cedar creek, one in goose lake and two in the Cedar Blue Area.

The guys have taken the cover off the pool and started getting it ready to open for Memorial Day weekend (May 26, 2023).

Cedar Blue is a great place to be, our maintenance staff works hard to keep our park going. Please let them know how much we appreciate them.

Committee Chair
David Ponder

Park Manager
Jackie Ponder

A friendly reminder: PLEASE do not dispose of grease, baby wipes or feminine products into the sewer system. This clogs the sewer line and causes lift stations to go out and need replacement.

Containers are provided for household trash ONLY. This does not include tree branches or limbs. The limb yard is open on Fridays from 8:00 am – 2:30 pm for cutting disposal. There is no location on Cedar Blue property for this. A trailer has been provided in the dumpster area for metal and appliances. Please dump accordingly. The Sulphur Municipal Authority has extended their hours of operation for their landfill and will be open the 2nd Saturday of every Month 8:00-2:30 and every Friday 8:00 to 2:30. Truck load for \$10.00, trailer load for \$20.00 (subject to size of trailer), load of shingles-\$40.00. The permit is purchased first, and the ticket is taken to the city barn to dump the bigger trash items. Permits for Saturday need to be purchased by Friday.

If for some reason a property has no water or sewer hooked up to it, the maintenance staff will provide to the property but only from the main line. At any time, should owners want water/sewer lines ran to their travel trailer or another location on the property it is the owner's responsibility. Cedar Blue does not run those lines.

The maintenance crew is always willing to help when there is a water or a sewer issue at your property. REMEMBER the staff is limited in what we will allow them to do. If the water or sewer is on the Cedar Blue side, then maintenance will repair. Should there be any other issues and it is the property owner's responsibility to repair; staff will not make any allowances for those repairs. The responsibility falls back to the property owner. Cedar Blue will do our part and we ask that all property owners do so too.

Environmental Committee Report

April 15, 2023

Co-Chair: Roy Branch
& Rita Ham

Members:
Lloyd Coppin
Dewayne Denwalt
Rachel Gustin
Connie Streater

The Environmental Committee reviews permits on the 3rd Saturday of each month. It is preferred and suggested that property owners be present at that time for any further questions about your permit.

Permits for approval:

There are Twelve (12) permits for construction submitted.
Seven (7) Permit for Final Inspections.

REMINDER: When construction projects are complete, please contact the office for a final inspection.

Please post your lot numbers on your property so it can be identified for emergency purposes
and for the environmental committee to find your lot if you should have a building permit Submitted.

Signed:

Roy Branch & Rita Ham, Committee Chair



Park Manager Report

April 15, 2023

Cedar Blue Office Hours: Tuesday – Saturday 8:00 am – 5:00 pm

Closed for lunch 12:00 pm to 1:00 pm

Closed Sunday and Monday

Phone: (580)-622-6302

Email: parkadmin@cedar-blue.com

The second half of the 2023 Cedar Blue assessments and all golf carts are due by 5:00 pm Saturday, April 29, 2023. If all assessments and golf carts are not paid by the due date a \$100.00 late penalty will be applied to your account and gate cards will be deactivated.

If you should have a change of address please contact the office so we can update our records.

Golf Carts must be brought to the office with your lot numbers on front and back to get your 2023 stickers. If you have a new golf cart please bring it to the office to get it registered. The fee for Golf carts is \$25.00 per year.

The Board Meetings are the 3rd Saturday of every month @ 11:00 am at the Family Center.

Jackie and Jannette

If an Emergency should occur after office hours call 580-622-6302, at the end of the message is a contact cell phone number to call.

If there is no answer, please leave a message and someone will return your call.

FORGETTING A GATE CARD IS NOT AN EMERGENCY

If you have a non-emergency after hours, you may call the office and leave a message. Someone will call you back upon returning to the office.